



**Hollis Cemetery Trustees**  
7 Monument Square  
Hollis, New Hampshire 03049  
Tel. 465-2209 Fax 465-3701

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## Minutes March 19, 2009

Attendees: Scott Fisher; Chairman, Nancy Bell, Chris Buzzy, and Doug Gagne  
Absent: Melinda Willis  
Staff: Kimberly Dogherty, Secretary

The meeting was held in Upper Town Hall and was called to order at 6:00 pm.

### Election of Officers

*Doug moved to nominate Scott as Chairman. Nancy seconded and the motion unanimously passed.*

*Scott moved to nominate Doug as Vice-Chairman. Chris seconded and the motion unanimously passed.*

### Minutes

*Chris moved to approve the minutes of February 19, 2009 as amended. Nancy seconded and the motion carried unanimously.*

### NON-PUBLIC SESSION

*MOVED by Chris seconded by Nancy that the Cemetery Trustees enter NON-public session in accordance with RSA 91-A:3-II (c) and (e) for the consideration of matters which, if discussed in public, would likely affect adversely the reputation of any person and a contract negotiation discussion. Voting in favor of the motion were Nancy, Chris, Scott and Doug. No one was opposed. The motion PASSED 4-0-0.*

The Trustees entered non-public session at 6:10 PM.

### CONCLUSION OF NON-PUBLIC SESSION

*MOVED by Doug, seconded by Chris that the Cemetery Trustees come out of NON-public session and seal the minutes in accordance with RSA 91-A:3-II – (c) and (e). Voting in favor of the motion were Nancy, Chris, Scott and Doug. No one was opposed. The motion PASSED 4-0-0.*

The Trustees came out of non-public session at 7:45 PM.

*Scott moved to award Spaulding Outdoor Services the 2009 cemetery maintenance contract. Chris seconded and the motion unanimously passed.*

The secretary agreed to draft and mail an award letter to all of the contractors that submitted bids. The secretary asked the Trustees to consider awarding the 2010 contract with an option to extend.

49 Doug recommended sending the Request for Proposals out in the fall so that they were not rushed every  
50 year. The Trustees like both ideas and agreed to request bids in the fall and award the contract with an  
51 option to extend if agreed to by both parties.

52

### 53 **Cemetery Inspection Reports**

54 Doug reported on March 8 2009 while walking through the Pine Hill Cemetery, he found at least five  
55 headstones toppled over. In his opinion this was a result of intentional vandalism. He reported the incident to the  
56 Hollis Police Department. Doug walked the property with Officer Duquette to point out the damage. The  
57 Officer confirmed that the Pine Hill Cemetery was patrolled on a regular basis. The Trustees discussed erecting  
58 signs that warned against vandalism being a felony. Doug offered to contact Hattie Bernstein, newspaper  
59 reporter, to ask if she could write an article about the damage that occurred at this cemetery. Chris did not want  
60 any discussion surrounding paranormal activity included in the article. Doug was not sure if Hattie would agree.  
61 The Trustees agreed that they did not want the article to include this subject matter. Chris was very concerned  
62 and felt this was very serious. Chris volunteered to draft a memo to the Board of Selectmen (BoS) and the  
63 Police Chief asking for their support and help. The secretary agreed to forward the memo on letterhead to the  
64 BoS and Police Chief once Chris forwarded it to her. The secretary noted damage to the following headstones  
65 as a result of this incident, Norman Howe, Hollis Churchill, Lydia Stearns, Josephine & Luke Blood and an  
66 unreadable first name Blood.

67

### 68 **Old Business**

69 Last month the Trustees denied a fee waiver for a cremation burial. The secretary apologized and stated  
70 that she misunderstood the request. The request was to reduce the fee to allow the family to handle the  
71 arrangements. The secretary led the Trustees to believe that DPW would dig the hole on prior to the service  
72 and it would remain that way until the family arrived. The request was simply whether or not the Trustees  
73 would allow a cremation burial to be done completely by the family. The secretary explained that the DPW  
74 would mark the location and oversee the process. The Trustees did not feel comfortable waiving the fee.  
75 Chris pointed out that according to their Rules and Regulations Section III.E, the DPW Director had the  
76 discretion to approve or deny this type of request. The Trustees were confident that this decision was under  
77 the jurisdiction of the DPW Director.

### 78 **Motion**

79 *Doug moved to deny the request for a cremation burial fee reduction. Chris seconded and the motion*  
80 *unanimously passed.*

81

82 The secretary distributed a worksheet submitted by the Director of Public Works to the Trustees that  
83 estimated the approximate cost of performing burials. The estimated cost to perform a full burial was  
84 \$822.16 on a weekday and \$1004.52 on a Saturday. The Trustees decided to table the discussion of  
85 increasing or decreasing the burial rates until next month. They intended to approve changes to the burial  
86 rates and their Rules and Regulations at that time.

87

88 Doug brought in a newspaper with an article on green burials. He asked the secretary to scan the article and  
89 e-mail all Trustees. The secretary agreed. The discussion regarding green burials was tabled until next  
90 month.

91

92 Scott asked the secretary if she had given any thought to how she was going to correct the cemetery  
93 database. The secretary explained that she was going to work on it with the help of Becky and Jeff of  
94 Public Works. The secretary agreed to update the Trustees with her progress.

95

96 The secretary distributed a copy of the Right to Inter and Cemetery Rules from the Town of Mont Vernon.  
97 The secretary stated that she had not had an opportunity to review the documents.

98 The Trustees asked the secretary to contact Mont Vernon for permission to use their documents. Doug  
 99 recommended contacting Robert Meed. The Trustees asked the secretary to ask Mr. Meed if they had any  
 100 issues with their existing document. The Trustees asked if the secretary would present the Mont Vernon  
 101 documents on Hollis letterhead so the Trustees could vote to approve both documents at next month's  
 102 meeting. The secretary agreed.

103  
 104 The Board of Selectmen hired Cuoco and Cormier to complete the survey of the East cemetery land, known as  
 105 M/L 024/030. Once completed the survey will be sent to Attorney Thomas Quinn to complete the additional  
 106 paperwork and register the corrected deed.

107  
 108 **New Business**

109 Doug presented a draft copy of Cemetery By-Laws. The Trustees made minor changes to the proposed  
 110 document. Doug agreed to present the final draft to them next month for adoption. Once completed the  
 111 Trustees would like to include the By-Laws on the cemetery page of the town website. The secretary  
 112 agreed to handle this after the document was adopted

113  
 114 Doug presented a draft copy of their Cemetery Rules. The Trustees made minor changes to the document.  
 115 Doug agreed to present the final draft to them next month for approval. The Trustees asked the secretary  
 116 what the word "permit" referred to in Section III.5. She was unsure but agreed to check with the DPW and  
 117 report back to the Trustees.

118  
 119 Scott announced that the next meeting of the New Hampshire Cemetery Association was being held on  
 120 Wednesday, April 15, 2009 in Boscawen, NH. The secretary spoke to the treasurer of this association and  
 121 informed the Trustees that they were invited to attend this meeting at no cost. Chris stated that he could  
 122 never attend meetings during the day. Nancy stated that she would attend this meeting. Melinda showed  
 123 interest at the last meeting and the Trustees would like the secretary to attend. The secretary agreed to  
 124 contact the Association and reserve three spaces at this meeting.

125  
 126 **Lots Sold (December - March)**

127 4 lots sold

128 Jones, Craig & Victoria	East, G-525-526	11/19/2008
129 Fiero, Robert and Elaine	East H-853-854	03/24/2009

130  
 131  
 132 **Interments (December - March)**

133 2 burials performed

134 Purcell, Donald	East G-520	12/05/2008
135 Derie, Louis	East I-929	12/16/2008

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 137  
 138 **Next Meeting** will be held April 16, 2009 at 6:00 PM in the Churchyard Cemetery, Town Hall.

139  
 140 **Adjournment**

141 *Doug moved and Scott seconded to adjourn. The motion carried unanimously. The meeting was adjourned at*  
 142 *9:45 pm.*

143  
 144 Respectfully submitted,

145  
 146 Kimberly Dogherty, Secretary